



Embassy of the United States of America

42 Elgin Road
Ballsbridge, Dublin 4

May 12, 2015

To: Prospective Quoters

Subject: Request for Quotations number SEI300-15-Q-0011

The American Embassy Dublin is currently seeking quotations from suitably qualified contractors for rental of Marquees and Toilet Trailers at the U.S. Ambassador's Residence, Phoenix Park, Dublin 8. Rental is required for no more than 2 days during the week of July 4, 2015. This is an outdoor, picnic-style musical event split into two main areas, main stage area and kidzone play area. Marquees are required in both areas.

Please see full details of the request below and reply to Mr. Emmet Downey DowneyEJ@state.gov, ph. 01-630 6241 to indicate if you are interested in participating in the solicitation process.

The U.S. Government intends to award a contract/purchase order to the responsible company submitting an acceptable proposal/quotation at the lowest price. We intend to award a contract/purchase order based on initial quotations, without holding discussions, although we may hold discussions with companies in the competitive range if there is a need to do so.

A public site visit will be held on Monday, May 18, 2015 @ 15:00.

Location: U.S. Ambassador's Residence, Phoenix Park, Dublin 8

Those interested in attending must provide name, date and place of birth at least 24hrs in advance of the meeting to Mr Downey. No more than 2 representatives per contractor will be admitted.

Note: non-attendance at site visit does not preclude contractors from submitting a quote so long as it's received before the due date.

Quotations are due on or before Tuesday, May 26, 2015 at 15:00.

Quotations may be delivered in hard copy at the above address or via email for the attention of Mr Emmet Downey.

Ann Granatino
Contracting Officer

Solicitation: SEI300-15-Q-0011

MARQUEE AND TOILET TRAILER RENTAL

SCOPE OF WORK

Marquee and toilet trailer rental: Performance of work includes all hire services, erection / installation, materials, equipment, overhead, parts and labor, to include all required structures, hanging of Embassy-provided American-themed decorations/bunting and electrical lighting. Take down and removal from site. Make-good site before final departure.

Offerors should propose the best options for provision of these services:

Date of Event: Friday, July 3, 2015 – 5 – 8pm

Location: U.S. Ambassador's Residence, Phoenix Park

Set-up/De-rig: Set-up available from Friday, June 26

To be handed over for decoration by COB on Wednesday, July 1

De-rig: All equipment must be removed by COB on Saturday, July 4

Please quote to provide the following Marquee rental, including erection, decorating and take-down for the following:

1 x Marquee

- Size: 15m x 20m
- Complete with Roof, Walls & Lighting
- Moveable windows at front to face lawn
- Interlocking Wooden Floor
- Carpeting
- Ivory Linings, Pelmet & Windows with red swags
- Chandelier lighting
- Ramp access on all accessible sides
- Supply of plastic sheet to protect carpeting during event set-up

1 x Marquee

- Size: 15m x 20m or similar
- Complete with Roof, Walls & Lighting
- Moveable windows at front to face lawn
- Lining (optional, please price separately)
- Interlocking wooden floor (optional, please price separately)

1 x Marquee

- Size: 15m x 20m or similar
- Complete with Roof, Walls, Lining & Lighting
- Moveable windows at front to face lawn

- Lining (optional, please price separately)
- Interlocking wooden floor (optional, please price separately)

2 x Marquees for Kidzone area:

- Size: 6m x 9m or similar
- No floor
- Moveable walls, windows
- No lighting

3 x Pagoda –style marquees for bottle bars

- Size: 3m x 3m or similar
- Complete with solid wood floor
- Moveable walls, windows, lining

1 x Wooden round bandstand-style pagoda for center stage (optional)

- Temporary structure to seat up to 4 musicians
- American-style bandstand preferable

Portable toilets

- 4 x toilet trailer rental, each a separate unit
- VIP-grade
- Each unit consists at minimum: 3 female and 3-4 male WC's
- Double wash hand basins
- Wall mirror / lighting
- Hot / cold (embassy-supplied) running water
- Trailers to be in place by 10am on Friday, July 3rd and removed by COB on Saturday, July 5th
- Janitor attendant services for core event hours – 4.30 – 8.30pm
 - o Service to include stocking toilet tissue paper, soap and hand tissue paper
 - o Mopping wet floors, wiping down all bathroom surfaces, etc
 - o Ensure water supply is continuous
 - o Arrange empty of waste tank if required

Note: Failure to perform janitorial inspections will result in a 10% deduct of overall final payment.

Note: Piped cold water and electricity will be provided by the Embassy for the purpose of servicing the toilets and wash-hand basins.

Hanging of Embassy-supplied American-themed bunting on all marquees

- Bunting to be hung on outside of marquees as instructed by Embassy event organizer
- Take down bunting after event and return to Embassy possession

This is a firm fixed price contract payable entirely in the local currency EURO.

Pricing must be all-inclusive of the following: rental, labor, supplies, liability insurance, VAT and any other charge/s deemed necessary.

No additional sums will be payable for any escalation in the cost of materials, equipment or labor, or because of the contractor's failure to properly estimate or accurately predict the cost or

difficulty of achieving the results required. The Embassy will only make changes in the contract price or time to complete due to changes made by the Embassy in the work to be performed, or by delays caused by the Embassy.

This is a VAT-exempt event, meaning the contract awardee is required to provide the Embassy a pro-forma invoice which will be forwarded to Irish Revenue for VAT exemption.

The Embassy will make payments after the event based on quantities and unit prices only to the extent specifically provided in the contract. Contractor to submit final invoice for payment after the event. Payment is made by electronic funds transfer to contractor's bank account.

The Embassy reserves the right to add additional requirements to this performance work statement as it deems necessary in order to fulfill its requirement. Example: additional events related items. All / any additions will be notified to vendors as they arise and should be quoted for as separate line item/s.

Installation / break-down timeframe:

Access to the site is available from 07:00 on Friday, June 26, 2015. All marquees and toilet trailers are required to be fully installed on site with bunting/decorations hanging, and ready for occupation by COB Wednesday, July 1 and are required to remain in place thru Friday, July 3. Break-down and removal from site is required not later than COB Saturday, July 4. All bunting & decorations provided by the Embassy are to be returned to the Embassy.

Work should be performed in such a way as to keep disruption to normal business to a minimum. Work may be performed between the hours of 07:00 through 19:00 with prior approval of Embassy security officer.